



File Number: _____

Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Revision Plat Application - Sketch
(Minor and Major)

<u>Office Use Only:</u>		
Fee Paid: _____	Application Received Date: _____	Time: _____
T.A.C. Date: _____	Planning Commission Date: _____	C.R.M. Date: _____
Critical Area: _____ Forest Conservation Plan: _____		

Minor Revision Plat:_____ Major Revision Plat: _____

Property Owner #1: _____

Address of Owner: _____

Telephone Number: _____ Cell Number: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Size: _____ Zone: _____

Representative: _____ Email: _____

Representative Telephone Number: _____ Cell Number: _____

Property Owner #2: _____

Address of Owner: _____

Telephone Number: _____ Cell Number: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Size: _____ Zone: _____

Representative: _____ Email: _____

Representative Telephone Number: _____ Cell Number: _____

___ *Check and note if there are additional properties and information on a separate attachment.*

Project Name: _____

Project Address: _____

Existing Project Road Frontage: State: _____ County: _____ Private: _____

Proposed Project Road Frontage: State: _____ County: _____ Private: _____

List Historical Significance/Impacts: _____

Within Town Growth Area: Y / N Critical Area: Y / N RDR: _____ac. Reserved Land: _____ac.

File Number: _____

Property #1: *(Circle One)* Water - Community/Individual *and* Sewer - Community/Individual

Property #2: *(Circle One)* Water - Community/Individual *and* Sewer - Community/Individual

Registered Engineer or Surveyor:

Company Name: _____

Representative: _____

Address: _____

Telephone Number(s): _____ Cell Number: _____

Fax Number: _____ Email: _____

Important: Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.

Applicant's Signature- Property #1

Date

Applicant's Signature- Property #2

Date



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Revision Plat Requirements - Sketch

Complete and submit the following for Minor & Major projects. A local jurisdiction may not approve a proposed parcel or lot consolidation or reconfiguration unless the following has been provided:

- _____ 1. Application fee as determined by fee schedule adopted by County Council.
- _____ 2. Ten (10) paper copies of revised plat represented at a size of not more than 100 feet per inch.
- _____ 3. Five (5) copies of all approved and recorded deeds approved for the properties to be revised.
- _____ 4. Five (5) copies of all plats of record for the subject lands. All plat information shall be legible.
- _____ 5. Five (5) copies of all recorded deeds of easements, covenants, and/or maintenance agreements pertaining to the subject lands.
- _____ 6. A written listing and description of all approved or recorded subdivisions and revision activity for subject lands.
- _____ 7. A written detailed description to explain the specific circumstance(s) of the proposed revision.
- _____ 8. A copy of the application for a joint Federal/State permit(s) if initial indications are that alterations of floodplains, waterways, and/or wetlands may occur.
- _____ 9. Please complete the adjacent property owner’s worksheet and pay the associated postage fees required. **(Major Projects Only).**

Please Provide a Written Detailed Description for Requirements 10 - 16 Below:

- _____ 10. The proposed consolidation or reconfiguration will result in no greater number of lots, parcels, or dwelling units in the Critical Area than the configuration in existence at the time of application would allow.
- _____ 11. In the Limited Development Area or Resource Conservation Area, the proposed consolidation or reconfiguration:
 - _____ (a) Will result in no greater lot coverage than development activities within the configuration in existence at the time of application will allow; and
 - _____ (b) Will result in no greater impact to a steep slope than development activities within the lot configuration in existence at the time of application will allow, if that steep slope is located outside the Buffer or expanded Buffer;
- _____ 12. The proposed consolidation or reconfiguration does not:
 - _____ (a) Create an additional riparian parcel or lot, waterfront lot, or any other Parcel or lot deed with water access; or
 - _____ (b) Intensify or increase impacts associated with riparian access;

- _____ 13. The proposed consolidation or reconfiguration does not create:
- _____ (a) A parcel, lot, or portion of a parcel or lot that will serve development activities outside the Critical Area; or
 - _____ (b) A Resource Conservation Area parcel or lot that serves development activities in the Intensely Developed Area or Limited Development Area;
- _____ 14. The proposed consolidation or reconfiguration identifies each Habitat Protection Area on site:
- _____ (a) If proposed consolidation or reconfiguration impacts a Habitat Protection Area, the proposed protective measures and restoration measure will provide for the least possible adverse impact; and
 - _____ (b) The proposed consolidation or reconfiguration:
 - _____ (i) Results in no greater impact to a Habitat Protection Area than the impact that would result from development activities within the configuration in existence at the time of application; and
 - _____ (ii) Minimizes adverse impacts to the Habitat Protection Area;
- _____ 15. The proposed consolidation or reconfiguration fully complies with afforestation and Reforestation requirement in COMAR 27.01.05 and 27.01.09, unless clearing is necessary to avoid a Habitat Protection Area.
- _____ 16. Completed checklist addressing all requirements for Sketch Revision Plat submittal.

Application failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.

_____ Applicant's Signature- Property #1	_____ Date
_____ Applicant's Signature- Property #2	_____ Date

As a Maryland registered design professional/surveyor I hereby certify that this application and associated plan(s) are technically correct and accurate to the extent necessary for meeting Talbot County requirements for Preliminary/Final Revision Plat Submission.

_____ Signature of Maryland Registered Design Professional/Surveyor	_____ Date
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Note: Plats cannot be recorded until Final approval has been granted and recording slip has been provided to Planning & Permits Office within 5 days of recordation with the Clerk of the Courts Office.



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Revision Plat Notations and Information - Sketch

Surveyor: _____

Checklist completed by: _____

Plat reviewed by: _____

The Surveyor will review each plat submission and application for completeness and accuracy. Each item shall be reviewed and checked as follows:

- Y = Information Complete and Accurate
- N/A= Information Not Applicable
- W = Waiver of required information. Submit separate request in writing to Planning Officer.

Based on unique characteristics of each parcel the Technical Advisory Committee may require additional information be submitted.

- _____ 1. Name of subdivision if applicable.
- _____ 2. Name, address and telephone number of property owners and/or contract purchaser, if applicable.
- _____ 3. Deed reference of property. Last recorded plat reference.
- _____ 4. Deed reference for any recorded right-of-ways or easements on property including existing covenants and road maintenance agreements.
- _____ 5. Name, address and telephone number of any consultants/professionals used to prepare the plat.
- _____ 6. Tax Map, Grid and Parcel numbers to be included in title block for each parcel.
- _____ 7. Zoning district designation and minimum lot size.
- _____ 8. Required building/development setbacks applicable to the subject lands including:
 - _____ Property setbacks from State Highways
 - _____ Special setbacks from State Highways
 - _____ Shoreline development buffer/tidal wetland buffer
 - _____ Non-tidal wetland buffer
 - _____ Stream setbacks
 - _____ Perimeter agricultural buffer
 - _____ 20 foot Sewage Disposal Area buffer
- _____ 9. Calculation of development rights permitted, utilized and remaining for future use on each lot.
- _____ 10. Area calculations for each lot/parcel:
 - _____ Property size before revision
 - _____ Property size after revision
 - _____ Area in roads and rights of way
 - _____ Area of open space, remaining lands, etc.
 - _____ Area protected by Reservation of Development Rights
 - _____ Area of Chesapeake Bay Critical Area
 - _____ Area of forest; both inside and outside Critical Area
 - _____ Area of state/private tidal wetlands
- _____ 11. Month, Day and Year of plan preparation and latest plan revision with brief revision description.
- _____ 12. Vicinity map at a scale of not more than 1" = 2,000'.
- _____ 13. Graphic Scale for plan view and vicinity map.
- _____ 14. North arrow for plan view and vicinity map.

- _____ 15. Location of existing property lines, lengths and bearings, easements and right-of-ways. An overview or outline inset may be necessary for larger parcels.
- _____ 16. Location of zoning districts lines and Chesapeake Critical Area boundary, if applicable.
- _____ 17. Location and use of existing buildings, structures and burial grounds with access and notation of buildings or sites with historical and/or architectural significance.
- _____ 18. Location of existing agriculture buildings, agricultural lands/fields/watercourses, Wetlands (tidal and nontidal), forests, wooded areas, hedgerows, individual standing mature trees, 100 year floodplains, habitats of threatened and endangered species, steep slopes, significantly eroding shorelines and other significant natural features of the site identified from available mapping sources and general field observations.
- _____ 19. Approximate existing topography and approximate existing drainage pattern identified from available mapping sources and general field observations.
- _____ 20. Location , width, name and type of all existing roads or rights-of-way within or immediately adjacent to the site.
- _____ 21. Location of property lines and ownership and deed information for all tracts or parcels adjacent to any perimeter boundary of the subject lands.
- _____ 22. Location of proposed road and right-of-way locations. (All proposed lots must meet the mandatory road frontage requirements).
- _____ 23. Proposed lot layout and proposed location of lot lines including lot dimensions and lot size.
- _____ 24. Proposed well and Sewage Disposal Area locations and/or existing well with tag number, components of septic systems and Sewage Disposal Areas and/or public water and sewer facilities where applicable.
- _____ 25. Proposed location, dimensions and size of lands to be designated for community open space, public use, public dedication reserved open space, remaining lands for future development, etc.
- _____ 26. Location features such as; lot corners, SDAs, access points, etc. which could not otherwise be easily located on site.

Applicant failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the Technical Advisory Committee.

Applicant’s Signature

Date

I hereby certify that this checklist and associated plan are technically correct and accurate to the extent necessary for meeting Talbot County requirements for revision plat submission.

Applicant’s Signature

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Independent Procedures Disclosure and Acknowledgement Form

Proposed Project Name: _____

Physical Address of Property: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

Name of Applicant: _____

Phone Number(s): _____

Agent/Attorney: _____

Phone Number(s): _____

Applicant's Email Address: _____

Agent's Email Address: _____

Property Owner: _____

Phone Number(s): _____

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Department of Planning and Zoning, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Department of Planning and Permits nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Department of Planning of Zoning, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.

Applicant's Signature

Date

Attorney/Agent's Signature

Date

File Number: _____



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Adjacent Property Owner List – Major Only

Name(s) and Addresses of the adjacent property owner(s) as required by Chapter 190 of the *Talbot County Code*. Said mailed notice shall be directed to the address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

Name and Address	Map	Grid	Parcel & Lot #

**Applicant is responsible upon application submittal for payment of postage for each property owner notified above.*

Applicant’s Signature

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Property Directions

Directions to the Applicant’s Property. Please Print Legible.

All Structures and Additions must be staked out upon submittal.